MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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FALL MEETING AT GETTYSBURG, PA

Department of the Susquehanna,

HEADQUARTERS, GETTYSBURG, PA., JULY 30, 1863.

General Orders No. 2.

I. DURING the months of August and September, A. D., 1863, no corpse will be allowed to be disinterred from any of the burial-grounds, cemeteries, or battle-ground of Gettysburg. The health of the wounded soldiers and citizens of this community requires the stringent enforcement of this order, and any violation of it reported to these Head Quarters will meet with summary and severe punishment.

II. No citizens will be permitted to visit any of the Confederate Hospitals without first establishing their loyalty, and having their passes approved at these Head Quarters.

III. Any luxuries sent to the Hospitals for wounded Confederates by their sympathizing friends, must be handed over to the Surgeon in charge, and under his direction will be distributed equally among the Union and Confederate wounded.

IV. Under no circumstances, whatever, will citizens' clothing be permitted to be carried into any of the Hospitals.

By command of

H. C. ALLEMAN,
Col. 36th Reg't P. M., Commanding Post.

T. M. UTTLEY, Post Adjutant.

Reproduction of an original photo, Special Collections, Gettysburg College Library, Gettysburg, PA

MARAC ON THE BATTLEFIELD
Gettysburg, Pennsylvania
November 4th through 6th

No site in the MARAC states is more centrally located than Historic Gettysburg, Pennsylvania. The Fall 1993 conference will be held November 4-6 in the town made famous in 1863.

The theme of the conference can be none other than what you expect: "Gettysburg, the Civil War to the Cold War: Archives as the Fabric of History." The opening Plenary session will feature Dr. Gary Gallagher of the Department of History, Pennsylvania State University, who will address the subject of researching the Civil War. The program will include sessions dealing with the participation of African-Americans and women in the conflict, State and University resources, genealogy, teaching the Civil War through the use of archival materials, and the development of still photography. At least one session will deal with Cold War records and the access to those sources.

Additional sessions will focus on archival automation, management and institutional planning, archival resources relating to American Indian Schools, and a session dealing with the National Archives pending move to a new facility.

In a departure from tradition the Thursday pre-session will consist of a series of focus sessions based on repository types. Sessions are being arranged in conjunction with MARAC's Education Committee and are to deal with Business Archives, College and University Archives, Manuscript Repositories, Religious Archives, and State and Local Government Archives.

Special Thursday evening sessions will include a Multicultural Media Presentation as well as a Civil War related event.

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Who's in Charge?

We hope you'll want to know. So beginning with this issue and continuing into the future the MAA will be regularly publishing the list of officers, steering committee members, caucus representatives, committee chairs, and other officials. The goal is better communication among MARAC members; it's helpful to have a name and phone number (and that modern wonder, the FAX number) handy if you want to contribute or share information with your archival colleagues.

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State & Local News

MD

Colonial Dames Scholarship Available

A Scholarship to the National Archives' Modern Archives Institute, to be held January 24 - February 4, 1994, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to $1,200 of the total tuition, travel, and housing expenses at the Institute (Tuition is $475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Patricia Ortega, 4102 Sampson Road, Silver Spring, MD 20906, by December 1, 1993.

★★★★

Montgomery County Archives Suspended

The Montgomery County Archives suspended operations July 1, 1993. The Archives is a division of the Montgomery County Public Library system contracted to History Associates, Inc. Laura Adams McHale served as County Archivist. Due to extensive library budget cuts, the contract with History Associates was not renewed for fiscal year 1994. The Library System plans to seek funding for the Archives for 1994. Currently, the Archives is open on an appointment basis only. Researchers should contact Montgomery County Department of Public Libraries (301) 217-3850.

★★★★

Index to St. Mary's County Beacon

The Index to the St. Mary's County Beacon, 1852-1865 is now available. The Index is to the microfilm copies of the St. Mary's County, MD Beacon and Gazette. A joint project of the Lexington Park Branch Library and the St. Mary's County Records Center and Archives, the index was funded through the Maryland Division of Library Development and Services LSCA Title I grant.

Copies of the 425 page index can be purchased for $25.00. Contact Janice Hummell, Lexington Park Library, Coral and Tulagi Streets, Lexington Park, MD 20653; phone (301) 863-8188. Additional volumes bringing the index up to 1890 are scheduled for publication by December 1993.

★★★★

Howard Feng presented a paper at the 1993 annual meeting of the Society for Military History, held on May 21-23 at Kingston, Ontario, Canada. The paper was titled "The Path to the 'Ben Hai': Vietnamization, Force-Structuring, and the Formation of the 3d ARVN Infantry Division, 1971-72".

Also, on August 13th, Howard was presented with a National Archives achievement award certificate for his work in arranging and describing the DESERT SHIELD/DESERT STORM records of U.S. Central Command at MacDill Air Force Base, Florida. Howard was on temporary detail at U.S. Central Command Headquarters in MacDill AFB from July 1992 through February 1993, and arranged and described approximately 250 feet of textual, cartographic, and audio-visual records.

NY

Major Publication Available

Whether it is judged by its size, the staff talent and effort required to produce it, or the wealth of information it contains, the new *Guide to Records in the New York State Archives* is this year's major publishing event for the New York State Archives. The 497-page, soft cover book is a directory of State government functions, a primer on the history of State government, and a guidebook to the State Archives' holdings dating from 1630 to 1991. The book includes two sections of photographs selected from hundreds of thousands of images in the State Archives. The *Guide* is available for $12.95 plus shipping and handling. However, one complimentary copy is being sent to every state archives. For more information, contact SARA, Bureau of Archival Services, 11D40, CEC, Albany, NY 12230; (518) 474-8955.

★★★★

State Archives Celebrates New York Archives Week, October 10-16

A Family History Day and an exhibit will mark this year's SARA celebration of Archives Week. Drawing on its extensive holdings about public health, the State Archives will mount an exhibit about public health issues over the past 100 years. The exhibit will focus on the treatment of infectious diseases, such as TB and AIDS.

★★★★

Wells College Named Victor Hammer Archives

Wells College has been named the Archive of the work of Victor Hammer, by his widow, Carolyn Reading Hammer of Lexington, Kentucky. Along with this designation, Wells

has received from the USC Fine Arts Press in Los Angeles, CA, a large collection of punches and matrices for several of Hammer's type fonts.

Victor Hammer is recognized by the printing and book arts communities to be one of the great type founders and printers of the 20th century. Fleeing the Nazi encroachment of his native Austria in 1939, Hammer came to the United States where he joined the Wells faculty as a professor of fine arts and established the Wells College Press. Hammer remained at Wells until his retirement in 1948. Through a grant from the New York Newspapers Foundation, The Wells College Press has been reestablished as a teaching and publishing component of Wells College.

A true Renaissance Man, Hammer did some of his most important work while at Wells – cutting the punches for and casting his American Uncial type, which has widespread usage throughout the world since its introduction in the 1940's. The uncial letterform was developed by Irish Monks around the 10th century and was prevalent in Europe between the end of the Norman era and the time of Charlemagne.

From October 22 to 24, on the Wells campus, The Wells College Book Arts Center will host a book arts symposium in honor of the life and work of Victor Hammer.

★★★★

New York Archives Calendar 1994

The **New York Archives Calendar** is being published by the Archivists Round Table of Metropolitan New York, Inc. as a part of its celebration of New York Archives Week, October 10-16, 1993.

This handsomely-illustrated wall calendar features 14 photographs from metro region archives depicting the changing life of New York City and its inhabitants. Important dates in member institutions' history are noted throughout the calendar. Available for $5.00 (plus $1.50 shipping and handling), the calendar will provide a daily reminder of the diversity, richness and importance of archives throughout the coming year.

To order the **New York Archives Calendar**, send a check or money order for $6.50 to Archivists Round Table of Metropolitan New York, P.O. Box 151, New York, NY 10274-0151. For bulk orders (more than 25) or for more information about the calendar, please call Steven Wheeler at (212) 656-2252.

Supplies are limited and 1994 will be here before you know it. Don't be left out, order your **New York Archives Calendar** today!

★★★★

New York's Rich History Celebrated

In celebration of New York's diverse history, the fifth annual New York Archives Week will be held October 10-16, 1993 with a series of events, ranging from film festivals to exhibitions and walking tours.

The Archivists Round Table of Metropolitan New York, Inc., is sponsoring New York Archives Week, which is made possible in part by grants from Metropolitan Life Foundation and Reuters Foundation.

New York City, a world-class information capital, is the home of much of the most significant and varied archival work under way today; from the New York Stock Exchange to the New York Philharmonic; from the Chinatown History Museum to the Hispanic Society of America; from Long Island City's Noguchi Foundation to Staten Island's Snug Harbour Cultural Center; from the Brooklyn Historical Society to the Bronx Zoo and from *The New York Times* to the New York courts.

"The week of October 10th through 16th will be filled with events that celebrate the daily contributions our archives make to our city." said New York Archives Week Chair, Beverly Robertson Dishon. "The cultural richness of this city is reflected in its archives."

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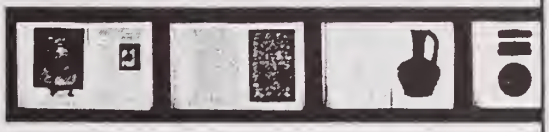
Preservation Microfilming



- Specializing in working with libraries and archives on their preservation microfilming needs.
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State & Local News

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New York Archives Week will kick off on Sunday, October 10th with Family History Fair, a free event where the public can learn how to trace their family histories, utilize archives and libraries in and around New York and preserve and interpret family documents. It will feature dozens of genealogical and historical societies, archival agencies, ethnic organizations, booksellers, and other vendors offering information and expert advice for the family history buff.

On Wednesday, October 13, at a gala reception at the Kaplan Penthouse, Lincoln Center, the Round Table will present its annual awards for the Distinguished Support of Archives and for Innovative Use of Archives. This year's honorees are Ruth Messinger, Manhattan Borough President and Rachel Robinson, President of the Jackie Robinson Foundation.

Other events include an exhibition and film presentation for the 25th anniversary of the 1968 student riots at New York University; lectures on the Medical History of Brooklyn and the Seaman's Bank for Savings Archives; a week long film series on the Decaying Masters at the Film Anthology Archives and a variety of walking tours through the week.

★★★★

Family History Fair Held October 10 During Fifth Annual New York Archives Week

New York's annual Family History Fair was held on Sunday, October 10, 1993 from 12:00 noon to 5:00 pm at New York University's Loeb Student Center, Washington Square South at La Guardia Place. At this free event, the public will learn how to trace their family histories, preserve and interpret family documents, utilize archives and libraries in and around New York, and employ computers as tools for family history and genealogical research.

The Fair is the opening event of the fifth annual New York Archives Week, a city-wide celebration of New York's diverse history being held October 10-16, 1993. Archivists representing various institutions – government, medical social service, performing arts, business, academic, and museum – will present exhibitions, lectures, film festivals, and walking tours that illustrate the riches contained in the city's archives and manuscript collections. New York Archives Week is sponsored by the Archivists Round Table of Metropolitan New York, Inc.

The Family History Fair will feature dozens of genealogical societies, historical agencies, archival repositories, ethnic organizations, booksellers and other vendors offering exhibits and information for the family history, working with archival sources, exploring ethnic genealogy, learning oral history techniques and preserving documents. The public may bring along letters, photographs, certificates, immigration documents and the like for advice in interpretation and preservation.

The 1992 Family History Fair attracted more than 1200 people to exhibits of 33 organizations and 11 vendors.

Support for Family History Fair is provided by Genealogy Research Corp, Gerhard Cushing, Inc., Jaisan, Inc., Jewish Genealogical Society, Inc., J P & R Advertising, Inc., The New York Genealogical and Biographical Society, New York Personal Computer User Group, Laurie Thompson, Consultant and 1199, the Health Care Worker's Union.

PA

The Presbyterian Historical Society at 425 Lombard Street in Philadelphia and Temple University's History Department will present three lectures on Women's History November 3, 1993. The program will be held from 3:00 to 6:00 p.m. Refreshments will be served. For more information, call Kerry J. Norce or Kristin Gleeson at (215) 627-1852.

★★★★

Archives Week in Philadelphia 1993

The second annual Archives Week in Philadelphia will take place October 10-17, 1993. Initiated in 1992, Archives Week in Philadelphia will again be sponsored by the Delaware Valley Archivists Group.

Archives Week in Philadelphia 1993, which has as its theme "Past Forward," seeks to bring to public attention the rich historic documentary resources in the region's archives, historical societies, museums libraries, universities and manuscript repositories. Lectures planned for Archives Week include:

- Jean Farnsworth on the Philadelphia Stained Glass Survey Project
- Gary Gentile on the Use of Archives in the Marine Salvage Business
- Cheryl Leibold on Photographic Highjinks at the Pennsylvania Academy in 1882
- Mitchell Rothman on "The Real Indiana Jones," Tracing the History of Middle Eastern Archeology in the Archives of the University Museum

Behind-the-scene tours at local museums and archives and walking tours of local neighborhoods and cemeteries are also part of this year's schedule.

Among the many exhibits of historical materials to be displayed throughout the area will be a unique look at Philadelphia's City Hall, presented by the Philadelphia Department of Records and the Philadelphia Historic Preservation Corporation. Special radio and film presentations using rare archival recordings and footage will be featured during the week. In addition, a Newspapers in Education Supplement, Family History Day and a seminar aimed at helping establish archives for non-profits, foundations and small businesses are planned.

Archives Educational Supplement

As part of Archives Week in Philadelphia, "Researching our Roots: Our Neighborhoods and Ourselves," a special Newspapers in Education Supplement, will be distributed by the Philadelphia Daily news to the region's middle-school teachers on Thursday, October 14. The 16-page curriculum support guide will feature lesson plans and classroom activities that stress research, interpretive and analytical skills, as well as resources available in Philadelphia's archives, museums, libraries and manuscript repositories.

Family History Day

Family History Day is offered again this year as part of Archives Week in Philadelphia. A genealogical information fair with representatives from many ethnic and cultural groups, Family History Day will include lectures, panel discussions, and demonstrations relating to researching, documenting and preserving family records. Activities for children will be an added feature of this year's schedule.

Family History Day will take place Saturday, October 16, at the Balch Institute for Ethnic Studies (18 South 7th St., Philadelphia). All Family History Day events are free and open to the public.

Getting Started: Establishing Archives for Non-Profit Foundations and Small Businesses

A half-day seminar designed as an introduction to establishing archives for non-profits, foundations and small businesses is scheduled for Thursday, October 14, at the American Philosophical Society's Benjamin Franklin Hall. Speakers will address such topics as: how to convince your boss your business needs an archival program; preserving and maintaining archives; legal aspects of record keeping; finding funding sources to start an in-house archives, and how to find a repository for your business records.

This seminar is free, but attendance is limited. For registration information, contact Beth Carroll-Horrocks (215) 440-3409.

★★★★

Partnership Enables City Archives to Index 17th and 18th Century City Property Records

Deputy Records Commissioner David M. Weinberg recently announced a unique partnership between the City of Philadelphia and a consortium of area hereditary and genealogical societies that will provide greater access to an important group of 17th and 18th century property records at the Philadelphia City Archives. Led by the Welcome Society of Pennsylvania and the Pennsylvania Society of Sons of the Revolution, the consortium is underwriting the project to index these early public records.

Weinberg explained that the consortium's interest in the project is due to the genealogical value of the records to be indexed. "This project will also draw the interest of the general public and the scholarly research community," he said.

J. Pennington Straus, Emeritus President of The Welcome Society of Pennsylvania, expressed his delight in reaching the $35,000 goal set by the consortium's steering committee. "Because of efforts undertaken by the Welcome Society and joined by many patriotic, genealogical and historical societies located in the Philadelphia area, we are now able to help the City Archives gain greater control of early Philadelphia property records. These important records not only provide a glimpse of the early days of our great city, but also represent significant

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State & Local News

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documentary evidence of the history of the United States. We are pleased to assist in this worthwhile undertaking," said Straus.

To aid in the project, the consortium has hired James M. Duffin as consulting archivist. Previously, Duffin was staff assistant in the Technical Services Department at the University of Pennsylvania's University Archives and Records Center. The consortium has also purchased a computer workstation for use in the project. The equipment will become the City's property at the conclusion of the project next year.

Duffin's first assignment is to index the Mortgage Contracts of the Pennsylvania General Loan Offices (1736-1755, 6 volumes); Exemplifications of Deeds and Patents (1683-1799, 11 volumes); Patents of City Lots (1781-1786, 1 volume); and Register of the Sale of City and State Island Lots (1781-1767, 1 volume).

Weinberg said that the consortium expects to publish a guide to the indexed records at the end of the project. He also expressed hope that additional funds may be raised to enable the partnership to continue to provide greater access to inaccessible records at the City Archives.

★★★★

Records Department Receives Grant

The Philadelphia Department of Records recently received a grant totaling $91,131 from the National Historical Publications and Records Commission. The money will be used to support the revitalization of the Philadelphia archival and records management program.

Deputy Records Commissioner David M. Weinberg noted that these funds come at an opportune time. "The Department of Records prescribes the retention and disposition of City records, in whatever form they may be found," he explained. "The grant will enable the Department to survey the records of Philadelphia City government and prepare retention and disposition schedules for each agency."

"Based on the collected information, the Department will initiate a locator service of City records identifying the location and format of information throughout City government, identify vital records created by City government that support critical business functions, and select records having historical value for transfer to the City Archives," continued Weinberg.

Weinberg expects the City to realize significant cost savings through the survey project. "Presently, many inactive City records are placed in costly filing equipment that is stored in expensive office space. Information needed by City personnel is difficult to locate among a flood of active and inactive files."

The Department of Records is responsible for preparing records management standards and systems regarding the creation, storage, and disposal of City records; providing records for public inspection and use; designing and controlling forms for agencies to conduct City business; operating the City Archives to preserve all records with historical value; recording legal instruments, including real property records for Philadelphia County; and maintaining a central depository for all rules and regulations governing City business.

★★★★

Papers of Walter Van Dyke Bingham Preserved

The Carnegie Mellon University Archives has obtained funding from three professional associations to initiate processing and preservation of the papers of Walter Van Dyke Bingham. Contributors include the Society for Industrial and Occupational Psychology, Inc., the American Psychological Association, and the Academy of Management, as well as individuals associated with those organizations.

Walter Bingham (1880-1952) was a pioneer in applied psychology, particularly well-known for his work in the development and use of aptitude testing. In 1915 he founded one of the first schools of applied psychology at the Carnegie Institute of Technology (now Carnegie Mellon University). During World War I he served on the Army's Committee for Classification of Personnel, which laid the foundations for modern aptitude tests such as the familiar Scholastic Aptitude Test. After 1924 Bingham conducted research in industrial psychology for the Personnel Research Federation of New York City and engaged in other consultancies. Bingham's papers span his entire career and are rich in correspondences with Walter Dill Scott, James Angell and Robert Yerkes of the American Psychological Association, E.L. Thorndike, Charles S. Myers, Thomas A. Edison, Inc., and Samuel Gompers of the American Federation of Labor. The collection also includes correspondence with Alexander Graham Bell, Eleanor Roosevelt, and Herbert Hoover.

Carnegie Mellon acquired the Bingham collection in the late 1960's, but access to the 110 linear feet of papers has been severely limited due to their state of deterioration. The newly funded project to inventory and microfilm the Bingham papers will ensure their preservation and facilitate access. The Micrographics Preservation Service is providing micrographic reproduction services for the project as well as safe storage of master films. Carnegie Mellon is grateful to Dr. Frank Landy of Landy Jacobs and Associates who has been instrumental in raising funds.

Those interested in using the Walter Van Dyke Bingham Collection should contact the University Archives, Carnegie Mellon University Libraries, Frew Street, Pittsburgh, PA 15213-3890 (412) 268-5021 or via electronic mail at gm1!@andrew.cmu.edu

VA

Virginia Commonwealth University has received an award from NHPRC to fund a project archivist position. The project archivist will be responsible for arranging, describing and producing a guide to the Adele Clark Papers. Miss Clark (1882-1983) was very active in the Virginia Suffrage movement and was chair of the Federal Arts Project in Virginia.

★★★★

Members of the VA Caucus joined individuals from the DC and Maryland Caucuses to tour the new facilities at McKeldin Library, the National Public Broadcasting Archives and the Music Archives on the College Park campus of the University of Maryland. The tour concluded with a behind the scenes look at the partially completed Archives II building.

★★★★

The Virginia Caucus of MARAC has assembled a kit of information regarding different types of software for automating an archives. The kit includes demonstration disks, flyers, and articles regarding software currently on the market. The kit is available to assist archivists in determining the best software for their situation. Those who use the material are encouraged to add new information as it is available so it will remain current. Anyone interested in borrowing the Archives Automation kit should contact Betsy Pittman, VA Caucus chair.

★★★★

Handley Library of Winchester, VA, is planning to celebrate Archives Week October 3-9, 1993. The festivities will begin with a Car Rally on Sunday, a fundraising event sponsored by the Winchester-Frederick County Historical Society. Behind the Scenes Tours of the Archives will be offered throughout the week and an exhibit of local history sources is planned for the lobby of the library. The local cable TV station will feature an interview with archivist Rebecca Ebert. Winchester City Council and the Frederick County Board of Supervisors will pass resolutions proclaiming Archives Week. In conclusion, the Genealogy and Local History Roundtable will offer a program on "Preserving Your Family Documents" and "Family Bible Records Day" which will encourage residents to bring their family Bibles so the family records can be copied and added to the Archives. Bookbinder Jill Holden will offer a display and suggestions for the care of the Bibles.

★★★★

The Virginia Historical Society in Richmond, Virginia announces a new service of conserving flat documents. Treatments currently offered are encapsulation, surface cleaning, washing, deacidification (aqueous), paper sizing, paper repair, phase boxes, humidification and flattening. For more information call (804) 342-9674.

★★★★

The History Library Network is a consortium of twelve Virginia institutions including one research institute, one secondary school, three public libraries, and seven historic foundations and houses, none of whose collections of rare books or manuscripts were cataloged in MARC nor available on the OCLC database. The participating libraries are: Jefferson Madison Regional Library (Charlottesville-Albemarle Historical Collection); Walter Cecil Rawls Library and Museum; Alexandria Public Library (Lloyd House); Mt. Vernon Ladies Association of the Union; Mariners' Museum; Gunston Hall; James Monroe Museum and Memorial Library; Benedictine High School; Valentine Museum; Thomas Jefferson Memorial Foundation; Virginia Institute of Marine Science; and Virginia Historical Society.

The History Library Network was awarded a $75,000 LSCA grant last May from the Virginia State Library and Archives to convert a portion of their rare book collections to MARC format and make these materials accessible through the OCLC database and the new VLIN (Virginia Library Information Network). Although these materials are not available through interlibrary loan, they may be accessed by researchers onsite or in some cases through reproduction. At the end of the grant project in June, an estimated 30,000 records will have been added to the OCLC database.

A second LSCA grant for $40,228 was awarded to the HLN libraries in May. This grant will be used to convert at least 400 manuscript collections to MARC format and these records will be tape loaded to the OCLC, RLIN and VLIN databases. Manuscripts selected for conversion will include the papers of important historical figures such as George Mason, George Washington, and Robert E. Lee or would focus on topics of significant importance such as African American and women's history in Virginia. A manuscript cataloger will be hired for the project who will work in conjunction with staff of the Virginia State Library and Archives, the Virginia Historical Society and the other HLN libraries. After the development of workforms and procedures, the cataloger will initially work onsite at the Virginia Historical Society to convert collections in the Richmond area and then travel throughout the state to work with other HLN collections.

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/ Affirmative Action regulations.

Project Archivist
Special Collections & Archives (Academic Campus)

Description: Funded by a twelve month grant from the NHPRC, the project archivist will sort, arrange and prepare a finding aid to the Adele Clark Papers. The collection is held by Special Collections & Archives, James Branch Cabell Library, Virginia Commonwealth University. Miss Clark (1882-1993) studied art in Richmond and New York before returning to Richmond to teach art at the Art Club of Richmond and opening the Atelier, an art school she ran with her cousin, Nora Houston. She was very active in the suffrage movement in Virginia and served as the first president of the Virginia League of Women Voters (formerly the Equal Suffrage League). From 1936 until 1942, Miss Clark directed the Federal Arts Project in Virginia and was instrumental in establishing the Virginia Arts Commission. The Adele Clark Papers consist of 150 cubic feet of correspondence, memoranda, reports, publications, photographs and ephemera relating to Miss Clark's activities with the Equal Suffrage League of Virginia, the Federal Arts Project in Virginia and local civic and arts organizations. The position reports to the Archivist, Special Collections and Archives.

Qualifications: *required*: A master's degree in history or related discipline and/or ALA accredited MLS: courses and practicums in archival methods. *Preferred*: Academic background in early to mid-twentieth century American history or Women's Studies; excellent oral and written communication skills; familiarity with WordPerfect 5.1; positive interpersonal relations with ability to work well independently; initiative and creativity; flexibility and the ability to accept and manage change; ability to deliver work on deadline; experience working in a culturally diverse environment.

Salary: $24,000. Benefits include 24 vacation days, choice of health plans (including HMOs and dental plans), choice of retirement and annuity plans (including TIAA/CREF); remuneration for University courses; and paid life insurance.

Application: Submit resume and names and phone numbers for three current references to: Betsy Pittman, Archivist, Special Collections & Archives, University Library Services, Virginia Commonwealth University, VCU Box 2033, Richmond, Virginia 23284-2033. Review of applications will begin on October 18, 1993.

Virginia Commonwealth University is an Equal Opportunity/Affirmative Action Employer. Minorities, women, and persons with disabilities are encouraged to apply.

Archivist

Memorial Sloan-Kettering Cancer Center
New York, New York

Memorial Sloan-Kettering Cancer Center is seeking a half-time Archivist to manage its Archives.

Responsibilities: Include processing, organizing, and providing access to the collection of institutional records and historical materials.

Qualifications: B.A. or B.S. and completion of a program in archival management; 3 to 5 years' experience.

To apply: Send resume with salary requirements to Jeanne Becker, Director of Library Services, Medical Library, Nathan Cummings Center, Memorial Sloan-Kettering Cancer Center, 1275 York Avenue, New York, NY 10021.

EMPLOYMENT

Archivist

The Academy of Natural Sciences of Philadelphia, founded in 1812, invites applications for a part-time Manuscript/Archives Librarian to curate its collections.

Responsibilities: Assist researchers in person, by mail and phone; process collections with help of volunteers; advise Academy staff on records management; obtain outside funding for projects.

Qualifications: Training or experience in archival management, ALA-accredited MLS, skill in communications, good team player, service oriented and creative with slender resources.

Salary: $13,967 for 21-hour week, plus prorated vacation, sick leave and holidays. An EOE institution. Minority candidates encouraged to apply.

Send application and resume to Carol M. Spawn, Librarian of the Academy, Academy of Natural Sciences, 1900 Benjamin Franklin Parkway, Philadelphia, PA 19193-1195.

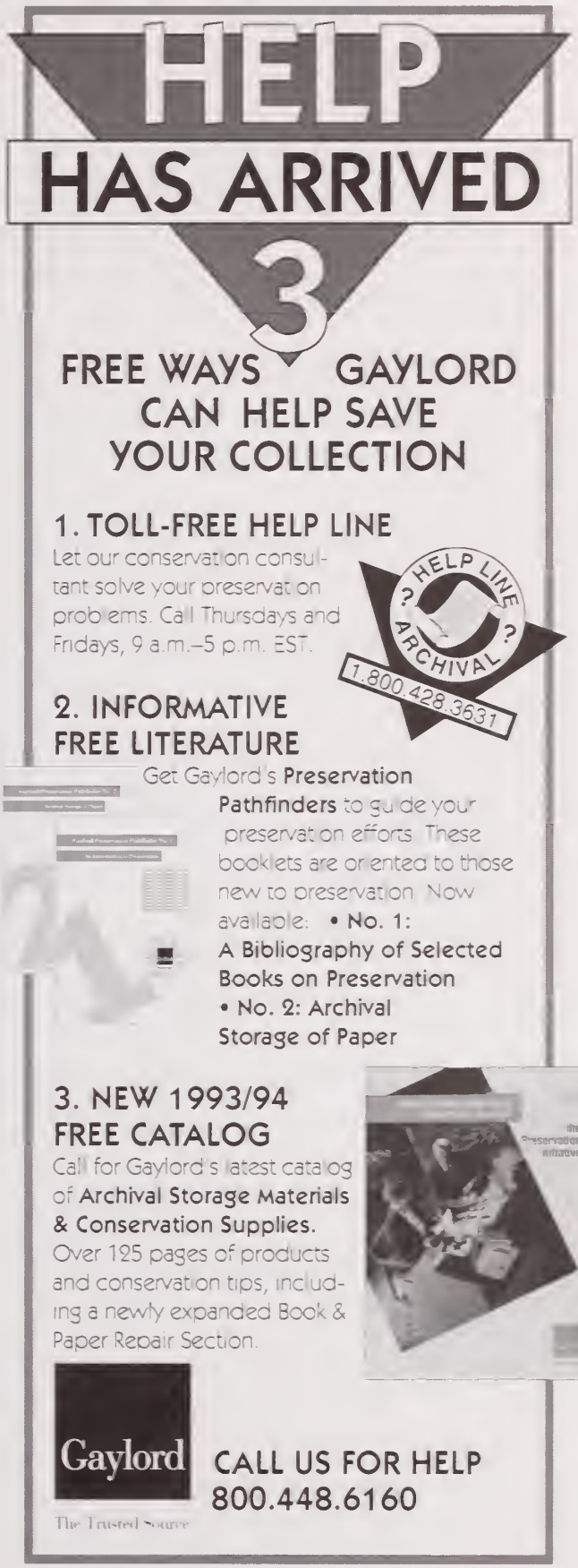
Archives/Special Collections Manager

Part-time 20-24 hours per week. Schedule flexible.

Responsibilities: managing college archives and special collections including acquiring, describing, arranging, preserving and maintaining selected college records; supervising student and volunteer staff.

Requirements: B.A., course work and experience with archives or records management required.

Send resume with three references to: Personnel Office, Holy Family College, Grant and Frankford Aves, Philadelphia PA 199114-2094. EOE. Deadline: October 15.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3
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3. NEW 1993/94 FREE CATALOG
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MARAC NEWS

The MARAC Finding Aids Awards Committee is now seeking copies of guides, inventories, and other finding aids for the 1993 competition. Published guides and inventories must have a 1993 publication date. Finding aids submitted in manuscript form must have an introduction and be in a format suitable for publication, and should have been available for public use and distribution during calendar year 1993.

Please mail two copies to: William F. Sherman, Room 11-E, National Archives (NNRC), Washington, DC 20408

Submissions should be postmarked before January 19, 1994. The winner or winners will be announced at the MARAC Spring Meeting in New York City.

For further information Mr. Sherman may be contacted at (202) 501-5395 between the hours of 9 am and 4 pm on weekdays.

★★★★

AUTOMATION IN ARCHIVES

Donald Fisher Harrison
Editor

Now available *AUTOMATION IN ARCHIVES* edited by Donald Fisher Harrison

AUTOMATION IN ARCHIVES, just published in the *ARCHIVAL SYMPOSIA* series, contains the most relevant papers from MARAC's most successful conference, the Fall 1990 Conference on Automation in Archives.

In addition to the opening and closing plenary sessions, the 138 page volume focuses on using the microcomputer to assist the archivist with the functions of appraisal and accessioning, description, reference, database management systems, institutional administration, and managing electronic records.

Contributors include such MARAC founders as Frank Burke and Frank Evans, and other regulars such as Tom Ruller, David Carmicheal, Tom Frusciano, Emily Oakhill, Nancy Sahli and David Bearman.

AUTOMATION IN ARCHIVES can be ordered at the SAA meeting in New Orleans and will be available for sale at MARAC's fall conference in Gettysburg, PA. Copies may be ordered from Marsha Trimble, MARAC Administrator: $9.00 for members and $10.00 for nonmembers. Academic/bulk rates are available.

National and Regional Association News

New England Archivists Fall Meeting, Sheraton Hotel, Portsmouth, New Hampshire, October 29-30, 1993

The semiannual meeting of new England Archivists (NEA) will be held October 29-30 at the Sheraton Hotel in Portsmouth, New Hampshire.

Two workshops are planned for Friday, October 29: a day-long session on grant-writing, and a half-day advanced photograph workshop. Archival repositories in the area, including the University of New Hampshire, the Strawbery Banke Library and Archives, the Portsmouth Athenaeum, and the Portsmouth Naval Shipyard Museum, will be open to meeting participants on a walk-in basis. A tour and informal reception will be given that evening at the Jones Brewing Company.

The program on Saturday, October 30, consists of six sessions on the theme of archival outreach. The panels include discussions on maritime history, community outreach, records management and outreach, legal issues in archival management, outreach to archives users, and the use of electronic records. Lunch will be provided at the Sheraton, and extra time has been allotted for tours of the Strawbery Banke Museum, the Portsmouth Athenaeum, and downtown Portsmouth. A reception will take place late Saturday afternoon at the Sheraton.

Members of NEA should receive registration materials in the mail by September 25. Others who wish to receive pre-registration materials, or who would like more information on the meeting, should contact Carolyn Eastman, NEA Local Arrangements Chair, Portsmouth Athenaeum, 9 Market Street, Portsmouth, NH 03801, tel.: (603) 431-2538. The deadline for pre-registration is October 15.

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Treasurer's Report, 1992 - 1993 Fiscal Year
April 1, 1993 - June 30, 1993

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1991-92 Actual
REVENUE AND SUPPORT								
Membership Dues	$10,700.00	$7,649.00	$1,095.00	$508.00		87%	$9,252.00	$12,028.00
Publications Sales	450.00	187.00	126.50	166.86		107%	480.36	397.46
Pub. Advertising	1,200.00	150.00	867.00	857.00		166%	1,974.00	1,133.00
Bank Interest	1,700.00	465.17	327.78	217.71		60%	1,010.66	2,074.57
Conferences	6,000.00	1,102.73	3,783.56	60.00		83%	4,946.29	2,679.16
Mailing List Sales	100.00	80.00	80.00	0		160%	160.00	60.00
Contributions	400.00	348.00	0	0		87%	348.00	380.00
Total Revenue and Support	**$20,550.00**	**$9,981.90**	**$6,279.84**	**$1,809.57**		**88%**	**$18,071.31**	**$18,752.19**
EXPENSES								
General	$1,110.00	$20.00	$500.00	507.86		93%	$1,027.86	*$2,385.85
Administrator	5,300.00	527.31	337.04	1,681.63		48%	2,545.98	* 1,922.16
Treasurer	850.00	32.89	480.00	0		60%	512.89	* 0
Membership	1,250.00	29.00	217.60	37.43		23%	284.03	* 1,075.50
Committees	2,875.00	111.30	766.45	20.00		31%	897.75	2,431.63
Conference Advances	2,000.00	0	50.00	500.00		28%	550.00	1,500.00
Publications	12,950.00	2,623.70	4,656.00	2,233.00		74%	9,522.70	9,015.70
Awards	300.00	200.00	0	100.00		100%	300.00	300.00
Miscellaneous	50.00	22.00	0			44%	22.00	109.39
Total Expenses	**$26,685.00**	**$3,566.20**	**$7,007.09**	**$5,079.92**		**59%**	**$15,653.21**	**$18,740.23**
NET INCOME or (NET LOSS)		**$6,415.70**	**($727.25)**	**($3,270.35)**			**$2,418.10**	**$11.96**

SUMMARY

Opening Balance	$49,274.37
Income	1,809.57
Expenses	5,079.92
Closing Balance	**$46,004.02**

Cash Accounts

Checking Accts:	$625.58
Savings Accts:	25,351.44
Cert. of Dep:	20,000.00
Total	$46,004.02

Fund	Opening	Credits	Debits	Closing
Current	$11,546.37	$1,809.57	$5,079.92	$8,276.02
Endowment	6,728.00			6,728.00
Reserve	24,000.00			24,000.00
Surplus	7,000.00			7,000.00
Total	**$44,274.87**	**$1,809.57**	**$5,079.92**	**$46,004.02**

* An asterisk indicates that the budget categories identified for comparison purposes for FY 1991-92 and FY 1992-93 do not precisely match. These budget categories have been modified for FY 1992-93 or are new budget categories.

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of 9 July 1993 in Baltimore, Maryland:

At this meeting the Steering Committee:

- approved the minutes of the 6 May 1993 Steering Committee meeting, with the following corrections:

  * p. 1, IN ATTENDANCE: William T. Sherman should read William F. Sherman and Fred Pachman should be added,

  * p. 3, no 4. b. line 4 should read "Archives as the Fabric of History,"

  * p. 4, no 8. The second line should read "(10-5 Monday through Friday),

  p. 4, no 9. c. The second line should read "William F. Sherman;

- passed a motion adding one additional member slot to the Outreach Committee for one year;

- granted permission to the Local Arrangements Committee for the Gettysburg Meeting to pay the luncheon speaker $75.00

- passed a motion approving the 3rd Quarter Treasurer's Report and approving the proposed 1993-94 MARAC Budget;

- passed a motion approving the production of enough copies of any of the three Outreach Committee brochures, if approved by the Publications Committee in a timely manner, to be distributed to the membership at the Gettysburg meeting, with the MARAC Treasurer paying any additional expenses in excess of the $350 budgeted;

- passed a motion authorizing the Publications Committee to print 400 copies of the symposium volume on archival automation on acid-free paper at a cost of $4,290, with 50 copies to be sold to SAA at the MARAC member price; and

- authorized the Treasurer to release appropriate funds to the Ad Hoc Committee on the CAPES Project to facilitate the Committee's progress.

The Chair reported:

- that he met with the outgoing Chair and Vice Chair in June, received approximately two cubic feet of records and discussed many MARAC issues;

- that he is working on the latest version of the committee roster and will see that everyone receives a copy when it is complete;

- that he is still trying to find someone to serve as Parliamentarian but that the liaisons have all agreed to serve again;

- that Diane Shaw might not be able to attend SAA as MARAC's representative on the SAA Committee on Regional Archival Activity, so a substitute might be needed; and

- that Standing Committees must submit their committee plans for the execution of the Long-Range Plan to the Chair by the November meeting.

The Vice Chair reported:

- That he met with the outgoing Vice Chair, discussed the position, and received the Vice Chair's records and that he hopes that Jodi will continue to serve on the Meetings Coordinating Committee and will continue to revise the committee guidelines;

- on past and future meetings:

  * that no final reports have yet been received from the Long Branch meeting committees;

  * Fall 1993, Gettysburg, PA, 4-6 November - Gettysburg Hotel venue, Michael Musick and Judy Thorne, program co-chairs, theme: Civil War to the Cold War: Archives as the Fabric of History, David Hedrick, local arrangements chair;

  * Spring 1994, New York City, 12-14 May - hotel contract pending with the Ramada Hotel Pennsylvania, Robert Morris, program chair, theme: [working title] Documenting the Urban and Suburban Experience, John Celardo, local arrangements chair;

  * Fall 1994, Richmond, Virginia, no dates set - venue not yet set, Betsy Pittman, program chair, theme: Women, Jodi Koste, local arrangements chair;

  * Spring 1995 - Phil Eppard of the New England Archivists would like to hold a joint meeting with MARAC in Hartford, Connecticut, New York, or New Jersey - MARAC cannot meet outside of the region, but a joint meeting in Hyde Park is a possibility;

  * Fall 1995 - Wilmington, Delaware, is being investigated;

  * Spring 1996 - Annapolis, Maryland, is being investigated; and

  * OHMAR is interested in holding a joint meeting with MARAC in Southern New Jersey, Philadelphia, Northern Virginia, or Richmond.

Steering Committee also:

- received the report of Gettysburg Local Arrangements Chair David Hedrick, including a request that committee chairs let him know a day and time for each committee to meet and the Local Arrangement Committee's difficulty finding an insured host for the reception;

- discussed the large amount of income earned at the Long Branch meeting, including the fact that such extraordinary income cannot be assumed for future meetings and the possibility of using the money to subsidize other meeting expenses;

- received the report of the MARAC Secretary that she is working on getting MARAC manuals transferred to the new Steering Committee members and that she requests copies of any written reports prepared for Steering Committee meetings for the minutes;

- received the report of the MARAC Treasurer that the budget is still showing a positive balance for 1992/93, that our insurance premium has doubled this year, and that Lafayette College will provide the administrative mechanism to process a grant MARAC has received from the Pennsylvania Historical and Museum Commission to fund workshops at the Gettysburg meeting;

- received the mid-meeting announcement by the Chair that David Hedrick has agreed to serve as MARAC Parliamentarian;
- received the report of the MARAC Administrator that the membership total currently stands at 1,102, with 43 newsletter subscriptions and 22 new members since Long Branch, that extra funds in the budget could be used to produce the Membership Directory annually or to make such improvements as adding institutional or state listings, and that the Administrator or the Chair would like to receive suggestions of individuals who might serve as the next Administrator;
- received the report of the Membership Development Committee that the Committee is looking at the numbers recommended in the Long-Range Plan for increasing membership because the Committee believes the goal is too ambitious;
- received the report of the Nominations and Elections Committee that the Committee's first meeting will be held at Gettysburg;
- received the report of the Finding Aids Award Committee that the Committee has received inquiries from two individuals but has not yet received any submissions;
- received the report of the MARAC Liaison to the National Coordinating Committee for the Promotion of History (NCCPH) urging members to write to their Congressional representatives regarding the budgets for NARA and NJPRC and the NCCPH goal for American Studies libraries abroad and that NCCPH has assured our Liaison that MARAC will be represented on the task forces being set up to deal with Federal record declassification issues;
- received the report of the Publications Committee that Tim Pyatt has resigned as the newsletter sessions abstracts editor and that Jeff Moak will succeed him, that two institutional profiles have been submitted to the *maa*, and that the summer issue of the *maa* will be a little late because of the service bureau's vacation period;
- received the reports of the MARAC Vice Chair and Treasurer on the latest investigations into the liability issue, with the consensus being that the current policy will stand; and
- received the draft "Operational Guidelines and Procedures" for the grant proposals on the region-wide Caucus Archival Projects Evaluation Services (CAPES) for review and the report of the Ad Hoc Committee Chair.

PEOPLE

Janet Linde has accepted the position of American Civil Liberties Union Project Archivist in New York City. The project is administered by Princeton University for two years, after which time an on-going archives and records management program will be established at the ACLU. Janet was most recently the project archivist for the study of Multi-Institutional Collaborations at the American Institute of Physics.

Karen L. Jefferson has joined the staff of the Division of Preservation and Access as a Program Officer, under the auspices of the Intergovernmental Personnel Act. Karen is currently the Curator of Manuscripts at the Moorland-Spingarn Research Center of Howard University. She has written and spoken extensively on issues pertaining to the history and management of archives and special collections, was well as on the particular problems facing institutions entrusted with the care of materials important to the study of African American history and culture. Karen holds a B.A. degree from Howard University and a Master's Degree in Library Science from the Atlanta University School of Library Science. She is a member and currently the secretary of the Academy of Certified Archivists. She is also the Editor of the *African-American & Third World Archivists Newsletter*, published by the Society of American Archivists, and has served on the advisory boards of the African American Educational Archives Project and the institute for the Preservation and Study of African American Writing.

Joseph A. Settanni, CRM, CA, CPC, the Archivist-Historian and Project Director for the Jewish Historical Society of MetroWest (JHSMW), in Whippany, New Jersey has been recently honored with appointment to both the Society's Long-Range Planning Committee and the MetroWest History Committee; the latter is to significantly set in motion the process for eventually selecting a prominent author to write a major community history book. The archives of the JHSMW, moved this year into an ultramodern facility, dating back to the 1850s. It started in Newark, NJ.

Mr. Settanni is a Certified Records Manager, Certified Archivist and Certified Professional Consultant with over 16 years in the records and information management profession, besides having done consulting work, by an official court order authorizing the activity, for a Federal judge.

Karl Niederer has received an award from the New Jersey Historic Sites Council for the publication, *Hopewell: A Historical Geography*, written with Richard Hunter and Richard Porter. This large-format architectural history was cited for its "new research and interpretive methods [applied] to Mercer County's beautiful architectural landscape."

Janet Rassweiler is now the Director of the New Jersey Historical Society. She was formerly Director of Education at the South Street Seaport Museum.

Susan Swartzburg has been appointed to the Advisory Board of the recently established Wells College

Continued on P. 20

News from the National Archives

New Glossary Available

In a continuing effort to provide records management guidance to Federal records managers, the Office of Records Administration of the National Archives and Records Administration has revised and expanded the *Federal Records Management Glossary* with the 1993 edition. The updated glossary, which replaces the 1989 edition, contains 40 percent more information with additional terms, abbreviations and acronyms relating to electronic, microfilm and special records management. A copy of the glossary can be obtained by calling the Records Administration and Information Center at (202) 501-6025.

★★★★

Appraisal Archivist Initiates Historic Photo Transfer

During routine liaison activities with the Department of Housing and Urban Development, an appraisal archivist with the Office of Records Administration discovered a collection of nearly 750,000 unscheduled photographs, negatives, slides and accompanying indexes produced by the Department since its creation in 1965. The collection, which was recently approved for transfer to the National Archives by the acting archivist, also contains still images from as early as 1937 which were produced by predecessor agencies.

The photographs represent one of the most significant, comprehensive collections of visual documentation of the Federal government's housing program from the late Depression Era to the present. The images not only document high level officials and programs of the agency, but provide extensive visual records of a broad range of topics related to living environments. There are thousands of images documenting mobile home "trailer" parks located nationwide, from circa 1945 to 1965. A large group of slides and prints document old structures prior to demolition to make space for agency housing projects. Another large group of prints documents the interiors of American kitchens from circa 1937 to 1965.

These records provide valuable visual documentation to support research in a broad range of architectural, sociological and demographic studies. The images are scheduled for transfer to the National Archives in 1995.

★★★★

The FY1994 NARA Budget Request Remains Before Congress

The FY1994 NARA budget request remains before Congress for its consideration. The House of Representatives passed the request on June 22, 1993 at NARA's requested level of $193,182,000. During Senate committee markup on July 22, $2,000,000 was added for NHPRC grants, $800,000 to initiate planning for FDR Library renovations, and $500,000 to study the feasibility of integrating the holdings of NARA into on-line systems. The revised Senate committee total is $196,482,000. Action by the full Senate reconciliation of the different figures in a House/Senate Conference Committee, and the President's signature on the appropriations bill all lie ahead before NARA's final appropriations figure for FY1994 will be known.

★★★★

The 9th Annual National Archives Preservation Conference

The 9th Annual National Archives Preservation Conference will be held March 15, 1994, at the National Archives Building, Washington, D.C., in the Theater on the 5th Floor.

Topic: Acetate Film (sometimes called "safety film":) Magnitude and Nature of Preservation Concerns: Motion Pictures, Still Photographs, Microforms, X-Rays, Sound Recordings, and Laminated Documents.

Preregistration required: $50.00. For registration forms and information, contact: Preservation Conference Coordinator, National Archives (NNP), Washington, D.C. 20408, Tel.: (202) 501-5355, Fax: (202) 219-9324.

★★★★

Nixon Wins Injunction

On August 9, 1993 the U.S. District Court granted former President Nixon's request to stop the National Archives' scheduled openings of additional Watergate-related tape segments. The injunction stops release of any additional tapes until all personal conversations are segregated and returned to the former President. In addition the judge determined that all 4,000 hours of White House tapes should be released as a single "integral file segment." No decision has been made whether or not to appeal this decision.

★★★★

The "PROFS" Case

On August 13, 1993 the U.S. Court of Appeals for the District of Columbia Circuit issued its opinion in *Armstrong v. Executive Office of the President* addressing several issues relating to NARA's and other federal agencies' statutory obligations to manage electronic records, and reviewing District Judge Charles Richey's May 1993 order.

The Court of Appeals first affirmed Judge Richey's holding that the Government defendants must do more under the Federal Records Act (FRA) than instruct employees to print out a paper version of any electronic communication message (e-mail) that falls within the statutory definition of a "record", and to manage the "hard-copy" documents so produced in accordance with the FRA. Instead, the Government defendants must ensure that "fundamental pieces of information which are an integral part of the

News from the National Archives

original electronic records, such as the identity of the sender and/or recipient and the time of receipt," are preserved.

The Court of Appeals next reversed Judge Richey's contempt citation against the Executive Office of the President (EOP) because the January 1993 District Court orders upon which he based his citation did not specify that the defendants had an affirmative duty to create new record keeping guidelines by a certain date. The Court of Appeals remanded part of the contempt issue to Judge Richey for determination whether the defendants had failed to preserve certain electronic tapes and, therefore, should be held in contempt on this ground alone, taking into account the defendants' speeded-up attempts since January 1993 to assure preservation of the tapes.

Finally, the Court of Appeals overturned Judge Richey's holding that federal courts have no authority to review EOP guidelines which differentiate federal records from presidential records. Instead, the Court of Appeals held that the Presidential Records Act (PRA) allows limited judicial review to ensure that guidelines defining presidential records do not improperly "sweep in" nonpresidential records subject to the FRA or the Freedom of Information Act. The Court of Appeals also remanded this issue to Judge Richey to determine whether the EOP guidelines at issue in *Armstrong* improperly categorize nonpresidential records as subject to the PRA. No decision has been made whether or not to appeal this decision.

JFK Assassination Materials Opening

The opening on August 23, 1993 of records relating to the assassination of President Kennedy was the culmination of months of efforts by NARA staff. The President John F. Kennedy Assassination Records Collection Act of 1992 required Federal agencies to review all records in their custody relating to the assassination itself and to inquiries or investigations of the assassination, and to transfer those records to the National Archives for public disclosure on August 23, 1993.

A substantial part of these materials, already held by NARA, is the large body of records created by the House Select Committee on Assassinations between 1976 and 1978, and held for the House of Representatives by the Center for Legislative Archives. To carry out the law's requirement, a JFK Assassination Records Project Task Force was established with Charles Dollar (NSZ) as its director. Since April, this 27-member task force of NARA staff with special expertise and 17 specially trained temporary employees has conducted document by document review of these Congressional materials. 500,000 pages have been reviewed and 62,000 identification aid forms required by the Act have been prepared.

INSTITUTIONAL PROFILES

Editor's Note: Institutional profiles are welcomed from individuals both in and out of the MARAC region. It is, however, the policy of the MAA to give priority to those Institutional profiles submitted from within the Mid-Atlantic Region.

Correction: In the Institutional profile on the Bethune Museum and Archives, submitted by Susan McElrath, a portion of a sentence was unintentionally left out. The Summer *maa* read "One milestone was the NCNW's Organizations in 1976." It should have read, "One milestone was the NCNW's inauguration of the Bethune Collection on Black women's organizations in 1976." Please excuse the omission.

The Rockefeller Archive Center

The Rockefeller Archive Center was established by unanimous vote of The Rockefeller University Board of Trustees in 1964 after many years of planning by Rockefeller family members, Family Office staff, and Joseph W. Ernst, the family archivist and the Center's first director (1974-86). Located thirty miles north of New York City overlooking the village of North Tarrytown and the Hudson River, the Center houses approximately 28,000 cubic feet of records, including institutional archives, personal papers collections, photographs, films, videotapes, sound recordings, works of art, and memorabilia. The collections document three generations of Rockefeller family history, the Rockefeller philanthropies, twentieth-century American philanthropy in general, and the history and administration of Rockefeller University. In 1985, the Center began collecting non-Rockefeller philanthropic records. These holdings presently include the archives of the Commonwealth Fund, the Culpeper Foundation, the Russell Sage Foundation, and the John and Mary Markle Foundation. The Center also serves as a depository for the records of the Memorial Sloan-Kettering Cancer Center in New York and for the manuscript collections of Historic Hudson Valley, administrator of several local historic sites. In addition to serving the needs of scholars, the Rockefeller Archive Center functions as a records center for its depositing institutions.

The core collections at the Archive Center include the Rockefeller Family Archives (1819-1990; approx. 4150 cu. ft.), the Rockefeller Brothers Fund Archives (1941-90; approx. 6230 cu. ft.), the Rockefeller Foundation Archives (1910-90; approx. 6850 cu. ft.), and the Rockefeller University Archives (1840-1990; approx. 4217 cu. ft.). The Rockefeller Family Archives includes the papers of John Davison Rockefeller (1839-1937), John Davison Rockefeller, Jr. (1874-1960), and John Davison Rockefeller 3rd (1906-78). The records of the Office of the Messrs Rockefeller, which contain the bulk of John D. Rockefeller Jr.'s papers, chronicle the business, civic, and philanthropic activities of the family from 1890 through 1961. The personal and professional papers of Nelson A. Rockefeller (1908-79) are currently being processed under a five-year project, with individual series opened for research as processing is completed. Other collections in the Family Archives include the personal papers of Abby Aldrich Rockefeller (1874-1948; the wife of John D. Rockefeller, Jr.), William Rockefeller (1841-1922; brother of John D. Rockefeller), and Winthrop Rockefeller (1912-73; a member of the third generation). With the exception of material pertaining to living family members, nearly all material in the Rockefeller Family Archives is open for research.

The Rockefeller Brothers Fund Archives (1941-90) provides continuing documentation of the business and philanthropic interests of the five brothers (John 3rd, Nelson, Winthrop, Laurance, and David) and their sister, Abby. Areas of special concern to the third generation are education, health, religion, conservation, population control, race relations, and civil rights.

The voluminous Rockefeller Foundation Archives receives heavy use by scholars in a variety of disciplines. Topics covered by the Foundation records include medical education, public health, and nursing, agricultural and natural sciences; the arts, humanities, and social sciences; and international relations. Files document the Foundation's administrative history, its program and policy decision, the philanthropic process itself, and the historical and intellectual contexts in which grants were made. The records are international in scope, as the Foundation has awarded the majority of its grants outside the United States. Excellent documentation exists for the Foundation field offices in Brazil, Chile, Colombia, France, India, Indonesia, Italy, Mexico, Nigeria, the Philippines, Turkey, and the West Indies.

The Rockefeller University (known as the Rockefeller Institute for Medical Research until 1965) was established in 1901 by John D. Rockefeller as a biomedical research institution. The Rockefeller University Archives contains the administrative, personnel, and financial records relating to the history of university operations as well as the personal papers and research materials of individual scientists. Files containing correspondence memoranda, reports, and laboratory notebooks document a century of research aimed at establishing a fundamental knowledge of disease and human physiology.

The Archive Center's collections are housed at Hillcrest, the mansion built in 1963 to serve as the country retreat for Martha Baird Rockefeller (1895-1971), John D. Rockefeller, Jr.'s second wife. On the death of Mrs. Rockefeller, the property was deeded to the Rockefeller Brothers Fund, which in turn gave it to Rockefeller University for use as an archive. Three climate-controlled levels were added to the rear of the house in 1975; two are below-ground. They contain eleven record storage rooms, each capable of accommodating roughly 2,500 cubic feet of records. Recently-installed movable shelving has added 8,000 cubic feet of storage space In addition to storage rooms, there are supply rooms, a film storage vault, office for ten archivists, meeting rooms, and

administrative offices. The Center makes available its spacious facilities for seminars and conferences, and operates a Grant-in-Aid Program to encourage the use of its collections. It currently welcomes an average of 225 researchers every year.

General Federation of Women's Clubs Women's History and Resource Center

GFWC's Women's History and Resource Center (WHRC), located in the historic national headquarters of the General Federation of Women's Clubs in Washington, DC, consists of an archives and library documenting women's history with an emphasis on women in volunteerism and the history of the women's club movement. The WHRC provides access to collections for researchers, including GFWC members and staff, students, scholars, and the public.

The center's primary collection is the Archives of the General Federation of Women's Clubs, containing hundreds of linear feet of records dating from 1889 to the present documenting the organization's history. These materials include founding documents, presidents' papers, minutes, convention proceedings, program documentation and reports, *GFWC Clubwoman* magazines, other Federation publications, newsletters, financial records, membership directories and statistics, scrapbooks, photographs, audio-visual materials, oral histories, and artifacts and memorabilia. State federation and local club histories supplement our archival holdings, as do international club materials. A published finding aid, *Guide to the Archives of the General Federation of Women's Clubs*, is available. In addition to national and international level resources, the WHRC creates databases which locate and describe the archival holdings of GFWC's state federations and local clubs.

The General Federation of Women's Clubs is the world's largest and oldest nondenominational, nonpartisan, women's volunteer service organization. It was organized in 1890, bringing together women's clubs from across the country that had formed independently in the latter half of the 19th century to meet local needs of women in the growing and changing nation. GFWC areas of activity include the arts, conservation, education, home life, international affairs, and public affairs, as well as other community service projects.

GFWC has always had an interest in preserving its history, even back to the turn of the century when the "Federation trunk" held archival materials. After the purchase of a headquarters building in 1922, the GFWC archives had a home. In 1984, the Women's History and Resource Center, of which the archives is a part, was established, and five years later the archives facility at headquarters was renovated. Also in 1989, GFWC was awarded a National Historical Publications and Records Commission grant to arrange, describe, and preserve its archival holdings.

The WHRC Library is a special collection devoted to women's history with an emphasis on women in volunteerism. Its holdings include both contemporary and rare books (Over 1000 volumes), periodicals, vertical files, and manuscripts. Of particular interest are materials documenting the history of the women's club movement. The Good Housekeeping Collection on the UN Decade for Women (1975-1985), which consists of correspondence, audio and video tapes, films, books, pamphlets, press releases, conference and convention proceedings, surveys, and photographs documenting women's activities in commemorating this historic decade, is also housed in the library.

In addition to offering assistance with research strategies, the Women's History and Resource Center provides access to materials for researchers through bibliographic records, computerized databases, and finding aids. Photocopying services are available. The WHRC, including the GFWC Archives is open by appointment only, Monday through Friday, 9 am to 5 pm. Researchers may write for further information to Cindy Swanson, WHRC Director, GFWC, 1734 N Street, NW, Washington DC 20036-2990 or call (202) 347-3168 for an appointment.

– Cindy Swanson

Special Collections Clemson University Libraries

The Clemson University Libraries have always contained unique material deserving of special care including the papers of the University's founder, Thomas Clemson, and his father-in-law, John C. Calhoun. In 1981, the South Carolina Room, which included monographs on South Carolina history, rare books and manuscript collections, was renamed Special Collections. A grant from NHPRC in 1985 was the catalyst for developing the University Archives and Records Management Program. In 1989, Special Collections became a branch library when it moved from the main library to the Thurmond Institute Building. The unit is responsible for exhibits in the Thurmond Institute Building and the main library.

The archival/manuscript holdings, book collection and exhibits program support the educational and research mission of the University; the University Archives acts as the University's institution memory. The collections provide documentation not only of the history of the University, but of important aspects of the agricultural, cultural, industrial, political and social history of South Carolina (and the United States) as well.

The book collection is rich in South Carolina history, local and family history, genealogy and the history of science; of particular interest to genealogists is the Yates Collection of genealogical books and manuscripts. First

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Institutional Profiles

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editions by Audubon, Euler, Galileo, and Newton are among gems found in this collection. In addition, the book collection contains the works of Betsy Byars, Ben Robertson and William Makepeace Thackery and portions of the libraries of James F. Byrnes, Louis Rubin and Benjamin R. Tillman.

Highlights of the archival and manuscript collections include:

Agriculture, Conservation and Recreational Resources Collections: Special Collections holds the records of the Farmers' State Alliance and the South Carolina State Grange, as well as the papers of George Aull, professor of agricultural economics who was instrumental in the development of Clemson Forest, and B.O. Williams, the noted rural sociologist who taught at Clemson during the 1930's and 1940's. Special Collections also holds the papers of National Park Service directors Russell Dickenson, George Hartzog, William Penn Mott and Ronald Walker.

History of Clemson University: Special Collections holds the papers of University administrators including the personal papers of several of its presidents, faculty, staff and alumni. The J.C. Littlejohn Collection is a valuable source of University history compiled by its long-time former business manager.

Political Collections: In addition to John C. Calhoun, Special Collections holds the papers of national political figures such as James F. Byrnes, A. Frank Lever (co-author of the Smith-Lever Act), J. Strom Thurmond and Benjamin R. Tillman. It also has the papers of Congressmen Carroll Campbell (currently the governor of South Carolina), John Napier and Edward Young; South Carolina Senators Edgar Brown, Paul Quattlebaum and Nell Smith; and South Carolina Senator and Comptroller General Earle Morris. Information concerning the Nixon presidency and Watergate can be found in the papers of Special Counsels to the President J. Fred Buzhardt and Harry S. Dent.

Textile Collections: In conjunction with the College of Commerce and Industry and the assistance of a grant from the NJPRC, Special Collections has begun collecting the records of South Carolina's textile industry. Records from the Clifton Manufacturing Company (Clifton Mills), the Forstmann Companies and the J. P. Stevens Company are complemented by a number of smaller collections.

University Archives: Holds the official records of the University, such as the minutes of the Board of Trustees, the records of the Office of the University President, and the records of University colleges, departments and organizations. The Archives also contains University publications, a newspaper clippings file on University subjects and a photograph collection containing approximately 30,000 images. The records of the Cooperative Extension Service are vital to understanding South Carolina agriculture, especially during the Great Depression.

Other collections: A few collections, such as the Bernard Behrend and the Henry Ravenel Papers, relate to the history of science and technology. Of literary interest are the papers of Ben Robertson, a World War II correspondent and author of the Upstate memoir *Red Hills and Cotton*, and the papers of Betsy Byars, the well-known children's author. The papers of A. Wolfe Davidson document the life of a noted sculptor whose work is found throughout the University. As mentioned above, the Yates Collection is a valuable resource for genealogical studies.

If you wish further information contact Special Collections, Clemson University Libraries, Storm Thurmond Institute Building, Box 343001, Clemson, SC 29634-3001, Tel: (803) 656-3031.

– James Cross

PEOPLE

Continued from P. 15

Center for Book Arts. Susan is an alumna graduate of Wells, located in Aurora on Lake Cayuga, in the Finger Lakes region of New York state. Two papers that she presented during her overseas travels have recently been published: "preservation of the Cultural Patrimony," IFLA Art Section 1989, in *A la Recherche de la Memoire du Patrimoine Culturel*. Munich, New York: Saur, 1992, pp. 81-96; "Conservation of the Documentary Heritage: State, Nation, World," *Papers of the Conference on Book and Paper Conservation*, Budapest, Hungary, 1990. Budapest, 1992, 13-16. In this keynote address, Susan described initiatives for preservation between New Jersey and Hungary, including the microfilming of Hungarian newspapers housed in New Jersey collections.

Obituaries

Waverly Keith Winfree, a dedicated member of the staff of the Virginia Historical Society for nearly thirty-two years, died suddenly on August 16, 1993. His passing took place within the walls of the Battle Abbey, the Society's headquarters, where he had been such a familiar figure for over three decades.

Born in Chesterfield County on 15 July 1933, Waverly attended local schools and joined the staff of the Virginia State Library after high school graduation in 1951. He received his B.A. in history from the University of Richmond in 1957 and an M.A. degree in history from the College of William and Mary two years later. He then returned to the State Library as a professional archivist until he joined the staff of the historical society as assistant curator of manuscripts in 1961. Promoted to curator of manuscripts in 1970, Waverly began his own private manuscripts appraisal business about 1976, through which he shared his vast knowledge of documentary

sources with the staff of numerous Virginia and North Carolina repositories.

At the historical society Waverly became a familiar face in the reading room. Researchers, from undergraduates to the most distinguished American historians, sought his counsel, quickly learning that he was indeed that proverbial fount of information about so many aspects of the Commonwealth's past. Taking the measure of an questioner with a forbidding stare that seemed to ask "Just what do you *think* you know about Virginia history?" Waverly would invariably come through with useful suggestions about sources, often served up with a sardonic anecdote or two.

Long a member of the Society of American Archivists and the Mid-Atlantic Regional Archives Conference, Waverly took great pleasure in encouraging young archivists in his own inimitable way. A good number of his colleagues will remember him both as mentor and as friend.

In 1971 he published *The Laws of Virginia: Being a Supplement to Hening's The Statutes at Large, 1700-1750*, an outgrowth of his graduate research. Fittingly, one of his last projects was to complete a definitive biographical sketch of William Waller Hening for the new *American National Biography* series. In a true labor of love, he also produced a *Guide to the Manuscripts Collections of the Virginia Historical Society* in 1985, the first such comprehensive listing of the Society's holdings since 1901. Locally, he was charter member and longtime officer of the Chesterfield (County) Historical Society and chaired its library committee.

The Society is accepting contributions in memory of Waverly Winfree, which will be directed to a special fund to purchase nineteenth-century Virginia manuscript materials. Along with the tangible tribute, staff, colleagues, and friends will long cherish the memory of this man for his knowledge, his straightforward approach, his enigmatic smile, and that quiet, contagious laugh. He will be missed.

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Preservation News

The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures by Henry Wilhelm with contributing author Carol Brower is on the often controversial subject of preserving our fading color photographic heritage.

Starting with the first chapter, "Traditional and Digital Color Prints, Color Negatives, and Color Slides: Which Products Last Longest?" Wilhelm tells which color films and papers made by Kodak, Fuji, Agfa, Konica, Ilford, 3M, and Polaroid are best and which are worst, presents detailed test results gathered during his years of evaluating products, and supplies appropriate recommendations for the best ways of handling, mounting, framing, displaying, and storing color photographs.

Based on Wilhelm's exhaustive research, the book gives the predicted display lives (in years) of color print materials. Included is an eye-opening, side-by-side comparison of the latest Fujicolor and Kodak Ektacolor papers (see pages 8-12 and Table 3.1a on page 131).

In 20 chapters the book destroys two opposing myths of color photography – that all color photographs are so impermanent that there is no way to save them, and that color materials today are so stable that their permanence need not be a concern.

The hardcover 8 1/2 x 11-inch volume contains 744 information-packed pages, with 543 color and black-and-white illustrations. Most of the photographs appearing in the book were taken by Wilhelm during the two decades the book was in preparation (the photographs in Chapters 12 and 13 were taken by contributing author Carol Brower).

The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures is available directly from Preservation Publishing Company, 719 State Street, P.O. Box 567, Grinnell, Iowa 50112 (toll-free telephone: (800)-335-6647; fax: (515) 236-0800). The price of the book is $69.95 plus $4.95 shipping and handling (overnight shipping is available at additional charge). ISBN 0-011515-00-3. LC 84-6921.

Ogden, Sherelyn, ed. *Preservation of Library and Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1992. Sections separately paged. $20, plus $3 for postage and handling. Order from: NEDCC, 100 Brickstone Square, Andover, MA 01810.

Preservation of Library and Archival Materials is one of the hottest new books to hit the library/archives market; its first printing sold out almost upon publication. The manual is a compilation of the Technical Leaflets published by the Northeast Document Conservation Center (NEDCC). Its format is special. The leaflets are presented in a loose-leaf binder which allows for ease in updating and revision as new leaflets are issued. Each leaflet has a subject heading corresponding to the tabs for the section dividers to aid in locating needed information. There are six sections: Planning and Prioritizing; Environment; Emergency Management; Storage and Handling; Reformatting; and Conservation Procedures. Each topic is explored and recommendations for action are offered.

"Planning and Prioritizing," the first section, focuses on preservation planning. NEDCC supplies an extensive series of bibliographies and a list of suppliers, service vendors, and organizations to use as a source for further information. The section on "Environment" provides basic guidelines for the preservation of materials, as well as an explanation as to why these measures must be taken. Basic "How to" information is also provided for climate control/climate reading devises and their costs.

One of the most important sections is "Emergency Management." The introductory material provides an overview of the various nightmares experienced in many archives and libraries along with suggestions for prevention. There are instructions for drying wet books and documents, a list of suppliers and the services they provide, and a bibliography. Most important is the leaflet, "Information Needed for Disaster Planning." This is the "kick-in-the pants" that many institutions, including my own, need to get that Disaster Plan written. It is presented in an all-encompassing fill-in-the-blank format for painless completion. There is also a bibliography of readings that will aid in developing detailed procedures and guidelines in the plan. Those of us with no disaster plans no longer have an excuse!

The reformatting section discusses four important areas: microform, facsimile, optical disks, and publication of negatives. Microforms are given the most extensive coverage. The various types of microfilm available, standards, storage requirements, equipment, and education for use are discussed. The pros and cons of various types of film are explained as well as the pros and cons of various methods of storage. A select bibliography for microform collection managers is provided.

The most extensive sections are dedicated to "Storage and Handling," and "Conservation Procedures." In the first, basic guidelines are provided for the storage of books, flat paper, oversize items, pamphlets, scrapbooks, newsprint and photographs. Tips for the cleaning of books and shelves are provided. The leaflets which illustrate how to measure for custom-made book boxes and the "how-to" guides for home made card stock boxes, book shoes, and polyester film book jackets are very helpful. A list of suppliers is provided, as is a page which explains various archival terms, such as the meanings of "archival quality," "acid-free" and "buffering."

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Session Abstracts

Documenting Couch Potatoes and All That Jazz

Gino Francesconi, Museum Director and Archivist of the Carnegie Hall Archives, moderated this session, which was devoted to issues surrounding entertainment archives. Sharon Black, of the Annenberg Television Script Archive at the University of Pennsylvania, began by presenting an overview of her institution, and discussing some of the problems unique to collecting and cataloging television scripts. She also brought along several samples of scripts for such popular television shows as "Rosanne," which are housed at the Annenberg Center. Black focused on the types of research conducted by media analysts, historians, and social scientists, and both the advantages and limitations of scripts as sources for researchers.

Richard Koszarski next discussed the founding and history of his institution, the American Museum of the Moving Image in Astoria, Queens. He especially focused on issues concerning the renovation of an old studio to house the museum, fundraising strategies, and acquisitions programs. The Museum of the Moving Image has branched out into such things as video games, and archivists learned that the "Pong" game developed in the early 1970s as an extremely primitive example of the genre is exceedingly rare today.

Finally, Vincent Pelote, of the Institute for Jazz Studies at Rutgers-Newark, treated the audiences to a series of rare jazz recordings from the Institute's collections. He spoke about the purpose of the Institute, the collecting opportunities in the field, and the use of oral history and other documentation to supplement the actual recordings. A lively question and answer session, moderated by Gino Francesconi, followed.

★★★★

Appraisal of Institutional Records: Manuscript Repository vs. Institutional Archives

Attendance: 70

Institutional Archives present a different set of appraisal problems from those that arise from collections of personal and family papers. Not only are the challenges of appraisal different from collection to collection, but the challenges are different from institution to institution. Kay Domine, from the College of William and Mary, spoke to the role of provenance within the University Archives setting. While trying to maintain original order, her repository is faced with repeating series from record group to record group and is therefore constantly confronting the issue of paper glut. An additional problem is the balancing act between what belongs in the archives collections versus what belongs in personal papers collections. She provided several examples to illustrate problems and offered solutions based on the considerations of her staff size, resources, needs, and philosophies.

Leslie Simon, of the CIGNA Corporation, discussed appraisal concerns of an institutional archives in a business setting. She addressed the professional literature which guide the Cigna archives in general and detailed the specific functions her repository provides the corporation, regular users, and general public. She outlined the repositories appraisal functions, many of which follow the guidelines of Young and Boles, some of which include legal issues, mission statements, services, storage, costs, preservation needs users, and politics.

Maggie Kruesi, from the University of Pennsylvania Department of Special Collections, gave a paper on institutional archives appraisal issues confronting a manuscript repository. Within the context of a general overview of the Art Alliance Records, Maggie demonstrated the myriad of research opportunities within a large institutional archives. Provided with examples, Maggie demonstrated that, in the case of this collection, appraisal decisions have been made based on the potential end-user.

David Weinberg from the City of Philadelphia concluded the session with commentary based on his experiences at several Philadelphia repositories.

★★★★

Ethnic Archives: Access, Outreach, and Use

Attendance: 72

Monique Bourke of the Balch Institute for Ethnic Studies concentrated on the creation of a published guide to the collections which was published in 1992. She discussed the advantages and disadvantages of the production to such a guide both planned and unexpected. Issues of production as well as outreach and use were illustrated with fine examples. Ultimately the advantages included the draw or researchers – many of which are non-scholarly and have no access to national bibliographic networks, the reaction of donors – both past and prospective, the reassessment of the collection – both strengths and weaknesses, and the use as a reference tool – allowing the staff time for more focused reference work. Drawbacks include the need of revision and updating – problems which are not unique to these types of projects.

Sara Rouse and Arden Alexander from the Library of Congress Prints and Photographs Division, clearly demonstrated the problematic access issues with a collection of 3,200 photographic prints of Native Americans. These access issues were placed within the larger, broader context of the institutional needs among which are a total collection size of over 15 million items and a division readership of over 10,000 patrons. Cataloging standards were discussed as well as the problems presented in language usage on the photographic prints, variant names of Native Americans, and erroneous and offensive captions. A wide assortment of slides served to well illustrate these issues, and sound solutions were offered in tackling the problems presented by the collection. From both the perspective of a user as well as an Archivist, Stan Arnold from the W.E.B. Dubios Project presented three experiences with ethnic archives. These

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Session Abstracts

Continued from P. 23

included his work with the Afro-American Cultural Museum, the W.E.B. Dubios film project *The Color Line*, and a community based archival project at Seabrook Farms, New Jersey. The three examples stressed the advantages of media exposure, projects with a positive impact upon the local community, and last but not least scholarship. With each examples there were challenges confronting the users, from economic to technological. Ultimately there are abundant riches to be found within ethnic archives, and by mining the mother lode, we may learn to respect and even celebrate the mosaic of diversity.

Preservation News

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The Section on "Conservation Procedures" provides some basic guidelines for commercial library binding, and also covers surface cleaning of paper; simple humidification; how to mat, hinge and frame paper art and artifacts; as well as conservation treatment options for bound and unbound materials. The section explains how to choose and work with a conservator and just what to expect from a conservator and includes lists of suppliers, regional conservation centers, and training programs.

Overall, I have found the NEDCC manual to be an invaluable resource and reference aid. The explanations and "how to" guides are of immeasurable value. Everything is defined and explained. The compilers have done their best to make sure that the reader understands **why** certain things should or should not be done and to understand the physical nature of the materials they are working with. Most agencies cannot afford a professional conservator to treat their materials. The information provided in the NEDCC manual provide for the preventive care of collections. While this will not stop their deterioration, it helps slow down the process. The manual provides a basic introduction to preservation, but one which many of us, especially those of us in small institutions, need in order to save our collections.

Preservation of Library and Archival Materials should be found in each of our institutions. It is not one of those books that is out of date as soon as it is printed. Its loose-leaf format allows it to be easily updated, which makes it of even greater value to us all.

– Mark Falzini
Archivist, New Jersey State Police Museum & Learning Center

Take from NJLA Preservation Section Newsletter

Mass Deacidification Program

In keeping with its Congressionally approved plan to assist the development of emerging deacidification processes that have the potential to preserve its collections, the Library of Congress has appointed a committee to evaluate the *BOOKKEEPER Process*, the mass deacidification process offered by Preservation Technologies, Inc. of Glenshaw, Pennsylvania. *BOOKKEEPER* was patented by the Koppers Company, Inc. and patent rights were eventually acquired by Richard Spatz who, with Dr. Randall L.C. Russell, formed PTI to develop the process and offer book preservation services. The Ben Franklin Technology Center is supporting the efforts of PTI.

Chairing the Library of Congress Evaluation Committee is Sally Buchanan, Associate Professor for Preservation, School of Library and Information Science of the University of Pittsburgh.

Preservation/Conservation Calendar

November 4-6: Gettysburg, PA. Mid-Atlantic Regional Archives Conference fall meeting. Contact: Marsha Trimbell, Executive Secretary, MARAC, Law Library, University of Virginia, Charlottesville, VA 22901.

November 5: Philadelphia, PA. "Preservation Challenges for Administrators: Resources for the Future," an introduction to preservation, jointly sponsored by PALINET and the Conservation Center for Art and Historic Artifacts. Instructor: Jill Rownsley, CCAHA. Fee: $80 PALINET and CCAHA members; $155 others. Contact: PALINET, 3401 Market Street, Ste 262, Philadelphia, PA 19104-3374.

November 18: New Brunswick, NJ. "Collection-Friendly Environments," seminar by William P. Lull, Garrison/Lull, Inc., Princeton Junction, NJ. Cost: $85. Contact: Professional Development Studies, School of Communication, Information and Library Studies, Rutgers University, 4 Huntington Street, New Brunswick, NJ 08903.

November 19: New Brunswick, NJ: "Preservation Funding Sources," instructors, Susan G. Swartzburg, Rutgers University Libraries and Betty Steckman, Bureau of Library Development, New Jersey State Library. Cost: $65. Contact: Professional Development Studies, School of Communication, Information and Library Studies, Rutgers University, 4 Huntington Street, New Brunswick, NJ 08903.

December 6-8: Boston, MA. "Restoration '93," Trade Show and International Conference. Contact: E. Glew International (EGI), 10 Tower Office Park, Woburn, MA 01901.

1994

January 31-February 4: Suitland, MD: Conservation of Photographs; Mid-Career Training for Book and Paper Conservators. Instructors: Deborah Hess Norris and Nora Kennedy. Fee: $500, including materials and daily luncheon. Contact: Dianne van der Reyden, Senior Paper Conservator, CAL/MSC, Smithsonian Institution, Washington, DC 20560.

March 10, 11, 14: New Jersey. "Basic Book Repair: First Aid for General Collections," workshop jointly sponsored by the Northeast Document Conservation Center and the New Jersey State Library. Instructor: Todd Pattison, NEDCC. Requirement: 2-person team from each library, the person responsible for repair unit supervision and the person who does the book repair. Contact: Betty Steckman, New Jersey State Library, 185 West State Street, CN520, Trenton, NJ 08625-0520.

Reference Shelf

Oberlin History Bibliography

by Roland M. Baumann

Spring 1992, Soft cover $6.50. This 36-page reference tool lists over 430 titles bearing on the history of Oberlin College and community between 1833 and 1992. Includes author and subject index. Make checks payable to Oberlin College Archives; for mail orders add $1.00 for postage and handling. Oberlin College Archives, 420 Mudd Center, Oberlin, OH 44074.

★★★★

***IPI Storage Guide for Acetate Film:* A Major New Publication on Storage Practices for Photographic Cinema, and Micrographic Films**

Image Permanence Institute (IPI) at Rochester Institute of Technology, Rochester, NY has just published the *IPI Storage Guide for Acetate Film*– an important new tool for those involved in the planning and evaluation of storage environments for acetate base photographic film, cinema film and microfilm. The *Guide* will help collection managers in museums, libraries and archives worldwide understand the way in which temperature and humidity (RH) in the storage environment can significantly increase or decrease the useful life of the film in their collections.

Behind this new publication is five years of research on the deterioration of plastic film supports funded by the Division of Preservation and Access of the National Endowment for the Humanities, the National Historical Publications and Records Commission, and Eastman Kodak Company. This was the largest and most comprehensive research project ever done on film base deterioration. The IPI study focused on how temperature and RH in the storage environment relate to the slow chemical deterioration of acetate film (the so-called "vinegar syndrome"). Using the resulting test data, IPI has created an easy-to-use, four-part publication which will help institutions to anticipate the effect of various temperature/RH conditions on their film collections and to make improvements that will extend the useful life of their film.

The four components of the *Guide* are a 24-page booklet, a double-sided time-temperature/RH wheel, time contour graphs and a "time out of storage" table. The booklet, in addition to providing instructions for using the wheel, graphs and table, explains in plain language the relationship between temperature, RH and the time it takes for vinegar syndrome to begin to affect fresh film. It describes the types of film base (acetate, nitrate and polyester) that are likely to be present in film collections, shows the symptoms of their deterioration, and explains how temperature and RH can be used to extend the life of the film. The wheel can be used to make on-the-spot estimates of film life expectancy at specific temperature/RH conditions – handy for exploring "what if" scenarios or for comparing one storage area with another. (Side one of the wheel gives predictions for fresh film, side two gives predictions for partially degraded film.) The time contour graphs offer an overview of film life expectancy across a wide range of temperatures and humidities, enabling the user to see general trends at a glance. The "time out of storage" table shows what happens when film is removed from a special storage environment and used at room temperature.

The *IPI Storage Guide for Acetate Film* may be purchased from Image Permanence Institute for $25.00 plus $2.00 shipping and handling. For more information or to order, call, write or fax: Rochester Institute of Technology, Image Permanence Institute, 70 Lomb Memorial Drive, Rochester, NY 14523-5604, Phone: (716) 475-5199, Fax: (716) 475-7230.

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